

**ARKANSAS HIT/HIE PLANNING PROCESS
DISCLOSURE FORM**

PLEASE COMPLETE & GIVE TO WORKGROUP STAFFER PRIOR TO MEETING PARTICIPATION

Disclosure Forms will be kept on file. Please inform the appropriate Workgroup Co-Chair or staffer immediately if ANY of this information changes.

HIE MEETING ATTENDING: _____

DATE: _____

Print Name: _____

Employer: _____

Title: _____

Additional HIT/HIE-related relationships or affiliations (client, business, consultant, etc.):

Email: _____

Phone: _____

I have received a copy of and agree to the Ethical Standards of the Arkansas Health Information Technology Task Force, Executive Committee and Workgroups:

Signature: _____

Date: _____

Ethical Standards of the Arkansas Health Information Technology Task Force, Executive Committee and HIE Workgroups

1. Members of the Arkansas HIT Task Force, HIT Executive Committee and HIE Workgroups, as well as staff and consultants involved in the Arkansas HIT/HIE planning process, will disclose their employer and any other HIT/HIE-related business or financial relationships and/or affiliations they may have on the Arkansas HIT/HIE Planning Process Disclosure Form.
2. Attendees at HIT/HIE meetings, whether voting members or not, will comply with the written sign-in process. Additionally, when making spoken or written comments, meeting attendees will verbally disclose their name, employer, and any other HIT/HIE-related business or financial relationships and/or affiliations they may have.
3. Voting members of the Arkansas HIT Task Force, HIT Executive Committee and HIE Workgroups will recuse themselves, on an as-needed basis, from any vote(s) that constitute an individual, business or financial conflict of interest they may have. The definition of “conflict of interest” is based on the State Board Member’s Handbook from the Office of the Attorney General of the State of Arkansas, but includes conflicts of interest for individuals as well as for business and financial relationships. ***Conflicts of Interest:*** *A.C.A. 21-8-1001 prohibits a member from participating in, voting on, influencing, or attempting to influence an official decision if the member has a pecuniary interest¹ in the matter under consideration by the board or commission. However, that does not apply if the only pecuniary interest he may have is incidental to his position or accrues to him as a member of a profession, occupation, or large class to no greater extent that the pecuniary interest could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class.*

These Ethical Standards were approved by the Arkansas HIT Executive Committee on February 19, 2010.

¹ Black’s Law Dictionary defines pecuniary interest as “a direct interest related to money in an action or case as would, for example, require a judge to disqualify himself from sitting on a case if he owned stock in corporate party.” An example with professional licensing boards would be a board member would vote on raising or lowering licensing fees because he is impacted in a similar manner as all the members of the profession, but the board member would not participate if his business partner was appearing before the Board in a disciplinary case.